

**AMENDMENT/RENEWAL APPLICATION**

RE 635 Part II (Rev. 11/00)

**INTRODUCTION**

Step 1. Complete Part III. Answer all questions.

Step 2. Complete Part II. For each item number shown in column #1 of Part II, consult Part III and transfer your answer to column #2. Enter Yes, No, or NA.

Do not leave any blanks. If a question does not apply mark it NA.

Step 3. Compare your transferred answer in column #2 to the "Qualifying Answer" in column #3. If the answers in column #2 and column #3 are the same, you must submit the corresponding document named in column #4. Part III of this Application provides further information on the specific document required.

If YES, submit exemplar promissory note(s) and deed(s) of trust completed in sample form.

Step 4. Compile and tab documents with the number shown in column #1. If more than one document needs to be submitted in response to a single question, tab each document with the same number. If a single document serves more than one document requirement, affix tabs with each of the pertinent item numbers to that document.

Step 5 In column #5, indicate with a check mark which items you are submitting with your initial filing.

**EXAMPLE (from Part III)****19. Financing**

A. Will the buyer be offered financing by other than a State- or  
Federally-regulated lender? ..... ☐ NO ☒ YES ☐ NA

If YES, submit exemplar promissory note(s) and deed(s) of trust completed in sample form.

**EXAMPLE (FROM PART II)**

Column #1	Column #2	Column #3	Column #4	Column #5	Column #6
Part III Item Number	Your answer from Part III	Qualifying Answer	Document Required (If columns #2 & #3 Match)	Document Submitted	Required for SCA
19A	<b>YES</b>	YES	Promissory Notes/Deed of Trust	✓	

✓ Answers in columns #2 and #3 match; document in column #4 must be submitted.

✓ Enter a check mark in column #5, if document is being submitted with application.

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**INDEX/CHECKLIST**

✓ Additional items not listed below may be required for issuance of a public report.

✓ Do not write in column #6 – it is for DRE use only.

TRACT NAME/NUMBER				FILE NUMBER	
Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 DRE Use Only
Does not apply	Always	Submit	RE 635		
11A	Always	Submit	Ten address labels for SRP & subdivider		
11B	Always	Submit	Copy of page 1 with filing fee attached		
11C	Always	Submit	Current preliminary title report, etc.		
11E	Always	Submit	Vicinity Map		
12	Always	Submit	Copy of most recent public report		
13A		Yes	Sample escrow instructions/escrow depository information		
13B(1)(a)		Yes	CC&Rs		
13B(1)(b)		Yes	Bylaws		
13B(1)(c)		Yes	Articles of Incorporation		
13C		Yes	Condominium plan		
13D		Yes	Deposit receipt/agreement to purchase		
13E		Yes	Grant deed		
13F		Yes	Lease		
13G		Yes	Annexation particulars		
14B		No	Utilities information		
14C(1)/(2)		No	Road information		
14D		Yes	District information		
14E(1)(a)		Yes	Copy of permit to issue shares or RE 699B		
14E(1)(a)		No	RE 699B		
14G	Always	Submit	School information		

Column #1	Column #2	Column #3	Column #4	Column #5	Column #6
Part III Item Number	Your answer from Part III	Qualifying Answer	Document Required (If columns #2 and #3 match)	Document Submitted	DRE Use Only
14H(1)		No	Fire will serve - SRA		
14I(7)		Yes	Budget Information		
15C		Yes	Successor-in-interest Information		
16A(2)		Yes	Notice of completion		
16A(2)		No	Evidence of Compliance with §11018.5 B&P Code		
16B		No	Explanation (Common Area to HOA)		
16C(2)		Yes	Notice of completion		
16C(2)		No	Evidence of compliance with §11018.5 B&P Code		
17A, B, C, D, E		Yes	Written explanation		
			Financial statement		
			Current budget		
			Delinquency information		
			Cash reserve statement		
			Repair/replacement estimates		
			Calculation statement		
			Duplicate budget package		
18A		Yes	Subsidy/maintenance documents		
19A		Yes	Promissory notes/deeds of trust		
19C		Yes	Financing details		
20B(2)(a)		Yes	Security instrument		
20B(2)(b)(2)		No	Other arrangement		
21		Yes	Details and documents		
22		Yes	HUD-OCRA documents		
23A		Yes	Conditional Public Report Statement		

Column #1	Column #2	Column #3	Column #4	Column #5	Column #6
Part III Item Number	Your answer from Part III	Qualifying Answer	Document Required (If columns #2 and #3 match)	Document Submitted	DRE Use Only
23C		Yes	RE 612		
			RE 612A		
24A	_____	No	Out-of-state applicant		
24B		Yes	Certificate of Status		
25		As applicable	Authorization to sign		
			Agent's authorization		